

## **PROJECT COORDINATOR**

Provides supporting services to assist in tracking and maintaining all client and project related records. Provides ancillary support for conferences and other activities of the Business Development team as applicable.

***ESSENTIAL DUTIES and RESPONSIBILITIES*** include the following. Other duties may be assigned.

- Plans and attends client calls or visits and documents meeting minutes and action items in a timely manner
- Tracks and follows up on key client and internal action items and decisions from meetings
- Maintains an updated database of client contact information
- Assists with record keeping and contact updates for the CRM software
- Maintains up to date records for documentation provided to clients
- Reviews client product inventory and prepares regular inventory notices as applicable
- Assists in planning and coordination of conference-related activities including monitoring exhibit supplies and inventory, preparing booth shipments, planning equipment, electrical, and other rentals as applicable for each event.
- Additional duties as assigned

### ***EDUCATION and/or EXPERIENCE***

- High school diploma and two years related experience and/or training; or equivalent combination of education and experience.
- Excellent written and verbal communication skills and typing proficiency.
- High level of proficiency in Microsoft Office including Word, PowerPoint and Excel.
- Bachelors or Associate's degree in the life sciences is a plus.
- Experience with CRM software (SalesForce or similar) is a plus.

Equal Opportunity Employer